

Operating Guide

Emerging Technology and Society Committee

ASME Technology and Society Division

(Draft of December 18, 2004)

Preamble

This document proposes an operating guide for the Emerging Technology and Society Committee, a program committee of the Technology and Society (T&S) Division of the American Society of Mechanical Engineers International (ASME). This guide defines the mission and the scope of the ET&S Committee.

1. Name

The name of the program committee is: Emerging Technology and Society (ET&S) Committee.

2. Mission Statement

The ET&S Committee will produce and deliver contents on technical subjects related to emerging technologies and their impact on society in general. The Committee will disseminate technical information, materials, and educational courses to an international audience, with an aim to increase both awareness and understanding of the complex relationships that often exist between emerging technologies and the societies influenced by them. The Committee will utilize a variety of communication tools in order to encourage international interactions among engineers, other interested scientists, educators, government and non-government officials, and the general public.

3. Scope

The ET&S Committee serves as an integral part of the T&S Division, providing technical contents that are related to emerging technologies and society. Content produced by the committee shall provide technical information, documents, recognition, outreach, and other activities. The committee will strive to foster communication and debate among mechanical engineers, technical professionals, behavioral scientists, interested students, and the general public to disseminate technical content to a global audience for increased awareness and understanding. The Committee will work in collaboration with related organizations (internal and external to ASME) in order to accomplish its mission.

4. Order of Precedence

In case of conflict between T&S Division by-laws and the ET&S Committee Operating Guide, those of the T&S Division by-laws shall govern.

5. Activities

The Committee shall achieve its mission through dissemination of its technical content by, but not limited to, the following activities:

5.1 Professional exchange

This includes professional development, technical sessions, conferences, lectures, short courses, seminars, workshops, symposia, and Internet-based training.

5.2 Outreach and cooperation

This includes external relationships and collaboration, coordination with T&S Committees, technical networking, and student education.

5.3 Research and publication

This includes white papers, peer-reviewed papers, public position statements, newsletter articles, and Committee Web pages.

5.4 Recognition of individual participation and contribution

This includes honors and awards for individuals and groups with demonstrated achievements in the technical field of emerging technology and society as it relates to Technology and Society.

6. Meetings

The ET&S Committee will hold meetings to conduct business, plan upcoming projects, monitor status, and control direction of member activities. Decisions related to Committee business and projects will be made at Committee meetings. The Committee Chair, or a designated alternate, will schedule and conduct meetings.

6.1 Attendance

Meetings of the Committee will be open to all interested people. Participation by Internet or teleconference is encouraged to promote widespread geographic and international participation in the Committee's activities.

6.2 Frequency

Committee meetings shall be held a minimum of twice per year.

6.3 Schedule

The schedule for meetings will be determined by the Committee Chair, or a designated alternate.

The time for all meetings of the Committee shall be provided to Committee members and the T&S Executive Committee at least four (4) weeks in advance of the meeting.

6.4 Location

Committee meetings will be held primarily by telephone conference, Internet conference, or other telecommunication systems to facilitate participation by members in diverse geographic locations.

In cases where a central location for a committee meeting is specified, the location shall be provided to ET&S Committee members and the T&S Executive Committee at least four (4) weeks in advance of the meeting. If the meeting is to be held by telephone conference or Internet conference only, no physical location needs to be specified.

6.5 Quorum

A minimum of fifty percent (50%) of the membership of the Committee shall constitute a quorum at meetings.

6.6 Actions

The actions of the ET&S Committee shall be determined by a simple majority vote of members present at meetings where a quorum has been established.

6.7 Voting

All ET&S Committee members shall have one vote, unless a conflict of interest related to an ethical issue exists.

6.8 Meeting notes

Meeting activities shall be documented with meeting notes, which will be distributed electronically to all Committee members and the T&S Division Chair.

7. Membership

Efficient and active functioning of the ET&S Committee operations is a key factor for the success of the T&S Division. The ongoing objectives are to create and maintain an active membership and to recruit additional members who will contribute to meeting the committee's mission and goals.

7.1 Number of members

The ET&S Committee shall consist of a chairperson (chair) and at least four additional members. Current level of activity should be used as a guide to determine size of the committee. However, experience shows committees in excess of forty (40) members become increasingly difficult to manage. Therefore, forty (40) members shall be the maximum membership unless otherwise

directed by the T&S Executive Committee.

7.2 Requirements for membership

Active members are needed to develop a strong, diversified, and dynamic Committee. Members should be committed to active participation. The following factors will be used for selection of committee members:

- Committee members shall be ASME and T&S Division members with special interests in the technical area of emerging technologies and society.
- Individuals applying for membership in the Committee shall furnish to the Committee Chair a biography page listing information about their professional background, qualifications, and interests in emerging technologies and society. The biography will be used to evaluate candidates for Committee membership.
- Members should be committed to active participation, including attending at least two ET&S Committee meetings per year. Members should work on organization of one technical session every three years to demonstrate active participation on the ET&S Committee. Another volunteer activity (as directed by the Committee) may also be used to meet this requirement.

7.3 Application for membership

Individuals applying for membership shall submit a single page biography listing their professional background, qualifications, and interests in emerging technologies and society to the ET&S Chair.

7.4 Member selection

The factors below will be considered in the selection of members:

- Potential members' interest, qualifications, abilities and willingness to participate in achieving the committee's mission.
- Providing balanced representation from academic organizations, industries, research laboratories, and government agencies whenever possible.
- Members located outside the United States are desired to represent the diversity that exists across international boundaries. The ET&S Chair shall submit nominations for membership to the T&S Executive Committee for approval or rejection.

7.5 Loss of membership

Loss of membership will occur if a member fails to attend a minimum of two (2) Committee meetings per year or does not participate in a minimum of one of the committee's products or other activities. The member may request re-nomination through the membership application process.

8. Officers

Officers shall include the chairperson (Chair), vice-chairperson (Vice-Chair), secretary, and treasurer

as needed to conduct the committee's business. The duties and responsibilities of committee officers are outlined below.

8.1 Election of officers

The committee chairperson will be nominated by the standing chair, subject to approval by the T&S Division Executive Committee. The nomination for ET&S chairperson shall be presented at least three months before the Summer Annual Meeting (SAM). Other ET&S committee officers will be nominated by the committee chairperson and confirmed by the ET&S committee by majority vote.

8.2 Term of office

The term of office for Committee Chair and other Committee officers shall be for two years, beginning and ending at the Summer Annual Meeting (SAM). The Committee Chair and other officers of the ET&S Program Committee shall be eligible for no more than two consecutive terms in the same office. Creation of Committee officers must fulfill the needs of the Committee and must be approved by the Executive Committee.

8.3 Duties of the Committee Chair

The Chair shall conduct the affairs of the ET&S Committee in a democratic fashion pursuant to the spirit of the T&S division by-laws. The operating procedure for committee meetings shall be reviewed periodically to determine and implement improvements to make meetings more efficient and effective. The Chair is responsible for nomination of Committee members, subject to approval by the T&S Division Executive Committee.

8.4 Duties of the Committee Vice-Chair

The Committee Vice-Chair shall assist the Chair in Committee leadership, meeting scheduling, and operation as delegated by the chairperson. In addition, the Vice-Chair shall act as alternate for the Chair in case of unscheduled absence.

8.5 Duties of the Committee secretary

The Committee secretary has responsibility to prepare and distribute meeting notes at the conclusion of each meeting. The secretary is responsible for preparation of an annual report of the ET&S Committee for submittal at SAM. Additional duties may be assigned to the secretary by the Chair according to the needs of the committee.

8.6 Duties of the Committee treasurer

The Committee treasurer has responsibility for monitoring and control of committee revenues and expenses. The treasurer is responsible for preparation of a financial report for submittal as part of the ET&S Committee annual report at SAM. Additional duties may be assigned to the treasurer by the Chair according to committee needs.

9. Advisory Board

An ET&S Committee Advisory Board (hereafter the Board) shall be formed in order to monitor the effectiveness of the Committee from broader perspectives of technology and society.

9.1 Board Members

The members of the Advisory Board will be nominated by the Founding Advisor or T&S Division Chair to the T&S Division Executive Committee and are subject to approval by the T&S Division Executive Committee.

9.2 Chair of the Board

The Founding Advisor or T&S Division Chair or their designee serves as the Chair of the Board.